

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

OCCUPATIONAL SAFETY & HEALTH PROGRAM SPECIALIST V
(SR-24) - Oahu
Recruitment # 12-082
Salary: \$4,276 Monthly

Opening Date: March 22, 2012

Closing Date: April 23, 2012
(revised 04.20.12)

RECRUITMENT INFORMATION

Position is located in the Honolulu.

DUTIES SUMMARY

Serves as chief staff officer in charge of program development and evaluation functions for the State's Occupational Safety and Health program. In addition, the position supervises the Administrative and Technical Services branch activities.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

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To qualify, you must meet all of the following requirements:

General Experience:

Four (4) years of progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

Occupational Safety and Health Experience:

Two and one half (2 ½) years of work experience which demonstrates possession of knowledge of the Federal and/or State OSH laws, rules, regulations and standards. Possession of these kinds of knowledge may be demonstrated by, but not limited to, the following kinds of experience.

1. Inspecting work sites and/or environment for compliance with OSH laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with OSH laws, rules, and regulations. Such experience must demonstrate possession of good working knowledge of trouble-shooting and repair techniques and procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.
3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

Program Specialist Experience:

One (1) year of progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a supervisor/manager/administrator or program analyst/planner or other management advisor but must have involved performing professional work concerned with program interrelationships, effectiveness or intra-program integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of finding and conclusions.

Supervisory Experience:

Demonstration of supervisory aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involved some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:**Substitution of Education for General Experience**

Successful study at an accredited college or university may be substituted for general experience at the rate of 30 semester credit hours for one (1) year of general experience up to a maximum of four (4) years.

Substitution of Education for OSH Experience:

1. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for half (1/2) year of the OSH experience.
2. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for one and one half (1 1/2) years of the OSH experience.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM
www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813**

Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed Application and Supplemental Questionnaire to
Department of Labor and Industrial Relations, 830 Punchbowl St., Room 312,
Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

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Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not submit a resume in place of completing the Supplemental Questions.**

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that **I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions.** This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

YES

email address:

NO

Prefer hard copy by mail.

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Print Name _____

Signature

Date _____

Name: _____

2. General Experience

Do you possess four (4) years of progressively responsible administrative, professional, technical or other responsible work which requires a high degree of analytical skill?

☐ Yes ☐ No

If **Yes**, on a separate sheet, identify each experience you would like us to consider as general experience and provide the following information.

- A. Describe the types of materials or information you've worked with which required comprehending, interpreting and evaluating technical subjects.
- B. Describe your problem solving methods and techniques and how you've applied them.
- C. What types of subject matters have you worked with which required you to provide an analysis or proposal. Describe the process in which you arrive at your analysis or proposal?

3. Occupational Safety & Health Experience:

Do you possess two and one half (2 ½) years of work experience which demonstrates knowledge of the Federal and/or State OSH laws, rules, regulations and standards?

☐ Yes ☐ No

If **Yes**, on a separate sheet, identify each experience you would like us to consider as occupational safety and health experience and provide the following information if applicable.

- A. Describe your experience in inspecting work sites and/or environment for compliance with OSH laws, rules and regulations.
- B. Describe your experience conducting occupational accident investigations.
- C. What has been your experience with inspecting elevators and related equipment such as escalators, moving walks, lifts etc., for compliance with OSH laws, rules and regulations?
- D. Detail your experience in inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
- E. Describe your experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
- F. Describe your experience in an occupational safety and/or health program which involved advisory, informational and educational services to the public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
- G. Describe your experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health

hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

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Name:

4. Program Specialist Experience:

Do you possess one (1) year of progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs?

☐ Yes ☐ No

If Yes, on a separate sheet, identify each experience you would like us to consider as program specialist experience and provide the following information.

- A. Describe your experience which demonstrates ability to perform professional work concerned with program interrelationships, effectiveness or intra-program integration.
- B. Describe work which demonstrates a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendation for a course of action.
- C. List the specific types of complex materials in which you had to read, comprehend and interpret.

5. Supervisory Experience:

Do you possess supervisory aptitude?

☐ Yes ☐ No

If Yes, on a separate sheet, identify each experience you would like us to consider as supervisory aptitude experience and provide the following information.

- A. Describe your experience which demonstrates your potential for performing supervisor duties. Please be specific.

6. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If Yes, submit with your application.

Name: _____

7. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

8. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: _____

9. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments if applicable
- ✓ Supporting documents
 - Driver's License (if applicable)
 - Transcripts (if applicable)